



Request for Proposal: Professional Services for On-Call Snow and Ice Removal on Sidewalks in the City of Rochester from September 1, 2015 through June 1, 2018

1. Scope of Work

The Rochester Public Works Department is seeking proposals for professional services from qualified, insured contractors to complete a variety of on-call maintenance activities for snow and ice removal on sidewalks and pedestrian ramps located at corner lots in the City of Rochester. Sidewalks will be located along residential, commercial and industrial frontage. The proposed contract duration will be three (3) winter seasons from September 1, 2015 to June 1, 2018. The scope of services that is anticipated to be completed under this contract includes the following tasks.

2. Primary Task

- a. On-Call Snow and Ice Removal on Sidewalks:
To be completed at a frequency and extent of on-call services in response to complaints received by public works staff. The extent of snow and ice removal will correspond to each parcel's sidewalk frontage. This will require the use of motorized and non-motorized equipment; snow blowers, shovels, ice chippers, sand and other methods may be needed. The use of salt is restricted.
- b. The City expects a timely response and open communications with its selected contractor to address any contract issues that may arise or to report any problems observed on the job site. The City also expects that its selected contractor will adequately train its staff so that consistent and professional services are provided. Snow and ice removed from sidewalk frontage are to be directed into the resident's front yard or boulevard and not illegally dispersed into city streets. Respectful communication with the public will be required. City staff will meet with the selected contractor at least once per season at the onset of the winter season to address any foreseen issues, but City staff will be available throughout the year to answer contract questions. Additionally, City staff will conduct periodic inspections to verify that work is completed in a satisfactory and timely manner.
- c. Digital time stamped photographs of the entire snow and ice removal job site are to be taken by the contractor before start of work and after completion of work. Photographs are to be included with Contractors Invoice for payment by the City. The Invoice must include the following information:
 - i. Address of site
 - ii. Date work performed
 - iii. Amount of work completed (LF or UNIT)
 - iv. Digital time stamped photographs of worksite prior to beginning work and after completion of work.
 - v. All work must be performed between the hours of 8:00 a.m. and 8:00 p.m. ; Monday to Saturday. No work can be performed outside of these hours.

- d. A mandatory pre-proposal meeting will be held to discuss the scope of this contract on **Friday, June 19 at 10 a.m.** in the Conference Room 104 located at City Hall (201 4th St SE, Rochester, MN). The City will not read or consider your Proposals unless you or a designated representative of your firm attends this meeting. Please bring this RFP packet to the pre-proposal meeting.
- e. Prior to submitting Proposals interested contractors are further encouraged to become familiar with variable widths and potential obstructions that could exist along the sidewalk frontage. Contractors are also encouraged to become familiar with addressing used in the city.
- f. After the **June 19** meeting, questions about the RFP may be submitted in writing via mail, fax (328-2401), or e-mail (mscharenbroich@rochestermn.gov) to Michael Scharenbroich, Administrative Analyst. All question submittals must be received before 5:00 p.m. on **Tuesday, June 30, 2015**. A copy of all questions and their responses will then be faxed or e-mailed to all firms that attended the pre-proposal meeting by the close of business on **Wednesday, July 1, 2015**.

3. Potential for Equipment and Property Damages

- a. There may be landscaping or obstructions on these parcels adjacent and along the sidewalk frontage that will require care when removing snow and or ice in their proximity in order to maintain the integrity and function of these structures and protect the contractor's equipment. Such obstructions could include, but are not limited to: fences, signage poles, landscape plants, trees, shrubs, hydrants, planters and retaining walls. Obstructions are site specific and worker awareness is required to avoid damage to equipment and residential property. Contractors will not be compensated for damages to their equipment.
- b. Equipment utilized for snow and or ice removal must be equipped with tires or rubber tracks that do not damage property including but not limited to lawns buried under snow, sidewalks and landscaping.

4. Cost Proposals

- a. Interested contractors are asked to include their cost proposals for each of the three (3) years of the contract on the enclosed cost proposal form. This Proposal Form identifies: 1. The cost per mobilization for on-call services based on a 24-hour response time from call to arrival at site. 2. Removal costs for sidewalks will be based on per linear foot of sidewalk for standard widths. 3. Removal costs for pedestrian ramps will be based on per unit costs for pedestrian ramps. 4. Costs for sanding will be based on per linear foot of sanding. Do not include cost estimates for salt because salt cannot be used.
- b. Contractor shall take a minimum of six (6) digital time stamped photos documenting before and after conditions of the sidewalk and or pedestrian ramp. Contractor shall take (three (3) photos; one (1) photo from both ends of the work area and one (1) photo documenting the house and address with sidewalk in photo) documenting conditions before the start of work and (three (3) photos; one (1) photo from both ends of the work area and one (1) photo documenting the house and address with sidewalk in photo) documenting the conditions after clean up. The Contractor's cost for this documentation must be included in the mobilization cost.
- c. All unit rates and linear feet should include all contractors' cost of labor, equipment, insurance and consumable supplies.
- d. The City recognizes that prices proposed for 2015 will be reflective of the gasoline price/gallon at the time of the Proposal. In order to obtain comparable price proposals, proposers should estimate a 10% per year increase in the cost of gas for the subsequent two (2) years of the contract. If during 2018 gasoline prices are 20% higher or lower than the gasoline price in Rochester on July 8, 2015 the City will negotiate a gas surcharge or reduction with the selected contractor. Include these price increases ONLY in the mobilization unit cost.

- e. Proposed costs for work tasks described above exclude sales tax for snow plowing, shoveling and sanding. Proposed mobilization unit costs must include any overhead to prepare a combined Invoice-Progress Report-Maintenance Notice each time work is completed at a site or combination of sites.

5. Submittals

- a. In addition to submittal of the completed cost proposal forms described above, each contractor must also submit the following:
 - i. Performance and Payment Bonds: All proposals shall be accompanied by evidence (Letter from Bond Company) that Contractor will be able to obtain the required performance and payment bonds for an amount of \$10,000 for the term of the contract. Performance and payment bonds written for the full amount of the cost proposal shall be required when the contract is executed.
 - ii. Certificate of Insurance: All proposals shall be accompanied by evidence (Letter from Insurance Company) that the Contractor will be able to obtain certificates of insurance confirming coverage for required minimum limits (See section 6 for minimum limits).
 - iii. Equipment List: The proposer must submit with the Proposal a list of the equipment it intends to use in the execution of all aspects of this contract.
 - iv. Staff Capacity: The proposer must include in the Proposal the names of Project Manager and the staff it intends to use in the execution of this contract and a statement that will assure the City that the commitments needed under this contract will not conflict with other work or contract commitments of the Contractor.
 - v. References: The proposer will submit five (5) professional references that can attest to the contractor's ability to satisfactorily complete work of a similar scope. This must include:
 - 1. Name of the reference
 - 2. References phone # and e-mail address
 - 3. Description of the scope of work or projects completed for that reference.
- b. Three (3) copies of the contractor's proposal package described above must be returned by mail or delivery no later than 11:00 a.m. on **Wednesday, July 8, 2015**. Proposals submitted by fax or e-mail are not acceptable. Address proposals to:

Michael Scharenbroich
Rochester Public Works Department
201 4th St. SE, Room 108
Rochester, MN 55904

6. Minimum Limits of Insurance Requirements

- a. The selected contractor will be responsible for the safety of its own employees and actions of the selected contractor may not put the public at risk.
- b. The selected contractor will be required to have insurance coverage that meets the City's minimum limits of insurance, as described below:
- c. Liability Insurance. The contractor shall obtain and maintain a commercial liability insurance policy with limits of no less than \$1,500,000 each occurrence/aggregate for both bodily injury & property damage liability to cover claims for injury or damage resulting or arising from the actions of the contractor, its officers, employees or agents during the term of the contract. Products and completed operations coverage is to be included within the required limits.
- d. Auto Insurance. The contractor shall obtain and maintain commercial auto insurance policy with limits of no less \$1,500,000 each occurrence/aggregate for both bodily injury & property damage liability to cover claims for injury or damage resulting or arising from the actions of the contractor, its officers, employees or agents during the contract.
- e. Workers' Compensation. The contractor shall obtain and maintain workers' compensation insurance policy with limits of at least \$500,000 per incident or injury to cover claims for injury or disease resulting or arising from the actions of the contractor, its officers, employees or agents during the contract. Insurance coverage will meet statutory requirements for Minnesota.
- f. The City of Rochester is to be named an "additional insured" to the contractor's insurance policy during the term of contract. Certificates of Insurance are to be provided to the City as verification of adequate insurance coverage.

7. Award of Contract

- a. The City reserves the right to award one contract or up to two (2) contracts for the entire geographic area of the City. Contractor selection will be based upon the following elements:
 - i. Experience with similar snow and ice removal services
 - ii. Reasonableness of the cost proposals
 - iii. Ability to provide insurance coverage and performance and payment bonds
 - iv. Capacity and capability of the proposer to provide appropriate equipment and experienced personnel for each task
 - v. Supportive professional references
 - vi. Attendance at the mandatory pre-proposal meeting
- b. The City of Rochester reserves the right to reject any or all Proposals and to waive informalities and to select the proposal it deems to be in the best interest of the City.
- c. The City of Rochester does not anticipate the need for the selected contractor to subcontract these services. If, due to unexpected equipment failure or loss of manpower, the selected contractor needs to subcontract any of the services required under this contract, prior approval must be obtained from the City.
- d. City staff will evaluate the submitted proposals based on the criteria noted above and intend to make their selection no later than **July 21, 2015**. The selected contractor will be contacted and offered the opportunity to enter into a contract with the City, using the City's standard contract language.
- e. The Notice to Proceed will be issued after the **Monday, August 3, 2015** Council meeting and upon completion of the signed contract and receipt of required documents, including performance and payment bonds and proof of required insurance, as described above.

8. Schedule

Monday	06/01/2015	Mail Request for Proposal Packets
Friday	06/19/2015	Mandatory pre-proposal meeting (10:00 a.m.)
Tuesday	06/30/2015	Deadline for submittal of written questions (5:00 p.m.)
Wednesday	07/01/2015	Written responses to questions distributed (5:00 p.m.)
Wednesday	07/08/2015	Proposals due (11:00 a.m.)
Monday	08/03/2015	Council award of contract
Friday	08/14/2015	Notice to Proceed (pending receipt of contract documents)

9. Enclosures

- Form 1: Proposal Bid Form
- Form 2: Proposal Checklist